

(Date) \_\_\_\_\_

Director  
Military Traffic Management Command  
Transportation Engineering Agency (MTMCTEA)  
Attn: MTTE-SA  
720 Thimble Shoals Blvd., Suite 130  
Newport News, Virginia 23606-2574

Re: Design Exception Request  
Interstate-Roadway Vertical Clearance

Interstate Route \_\_\_\_\_  
Des. No. \_\_\_\_\_  
Bridge File \_\_\_\_\_  
Project No. \_\_\_\_\_  
Facility Crossing Interstate: \_\_\_\_\_  
County: \_\_\_\_\_

Dear Sir or Madam:

Enclosed is a Design Exemption Request for the above referenced project for your review and comments. The required 4.9-m (16-ft) vertical clearance over the Interstate roadway cannot be obtained at this location. We believe that the enclosed documentation justifies the proposed vertical clearance. We hereby request your concurrence by signature in the space provided at the end of this letter.

Please acknowledge receipt of this submission by advising the INDOT design engineer, \_\_\_\_\_, by telephone at \_\_\_\_\_, or fax at \_\_\_\_\_. Any questions or further information that you require can be obtained by contacting the design engineer.

If we do not receive a response from you within 30 calendar days from the date of this letter, we will assume that you do not have any concerns with the proposed design exception. Any comments that you offer will be considered for mitigation to the extent feasible and you will be informed of our proposed action.

Sincerely,

\_\_\_\_\_  
Design Division Chief

Concur: \_\_\_\_\_ Date \_\_\_\_\_  
Title: \_\_\_\_\_

**MTMCTEA DESIGN EXCEPTION REQUEST LETTER**